Automated 360 Appraisal System
360

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RIA LMPC/SIORI-PC
10 November 1999

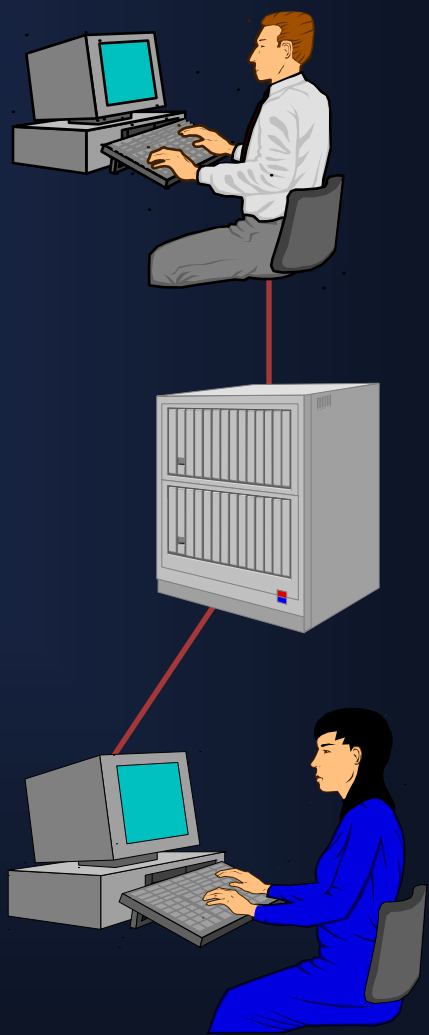
IOC - Transforming INDUSTRIAL POWER into MILITARY READINESS

Purpose

- To inform employees/users about the automated 360 feedback system
- To gain understanding and operational knowledge using the 360 feedback system for all RI civilian employees

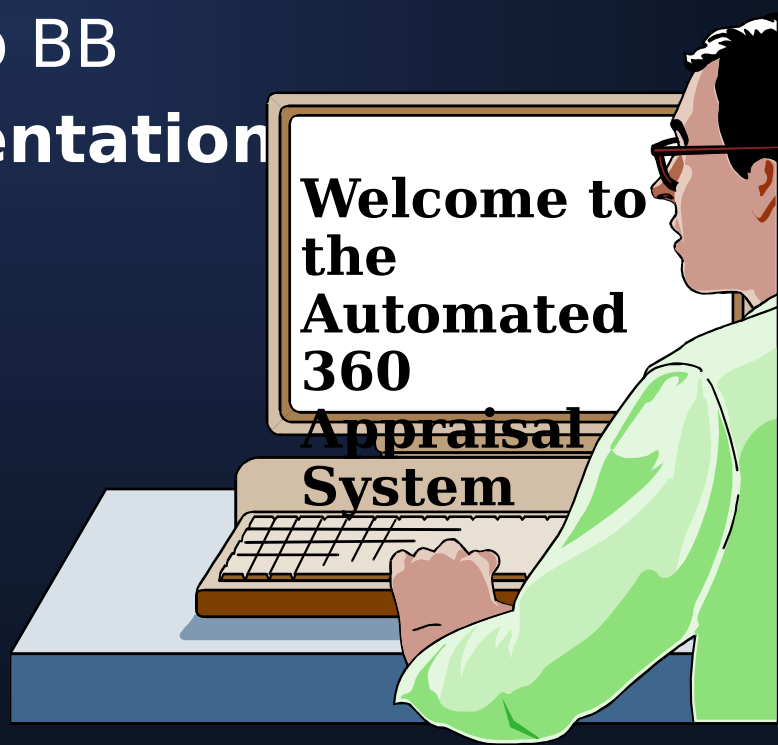
Implementation of the Automated 360 System

- **Automated System**
  - Oracle Based Web Interface
  - Server Based for System Administration
  - Uses E-mail to Notify Raters, etc…
  - Suggests Rating to Supervisors Based on Input
  - Army Approved, TAPES Compliant



Current Status

- **Working with S-IT to implement**
- **Uses Current hardware/software**
- **LMPC has completed agreement**
  - Posted on RIA Partnership BB
- **LMPC developed implementation**
- **SIORI-PC coordinating training /w CO-TAG**



Resolved Issues

- **System Administrator**
  - SIORI-PC to provide administration service
- **Change 1 to TAPES regulation**
  - Implemented with change to automated system
    - 75% to achieve Level 1
    - 25-74% to achieve Level 2

Scope

- **Covers All Civilian Employees at RIA**
  - Includes SIORI-CT employees now under IOC (AMSIO-ACI-R)
  - Full and part time
  - Includes supervisors, managers etc.
- **Exclusions**
  - Military members
  - AMC Interns

TAPES Rating Cycles

- **System Cutoff Dates**
  - 31 Jan and 30 Apr for base system
    - All WD / WL / WG
    - WS / GS 01 thru 08
  - 30 Jun for all directors, office chiefs and managers; non-supervisory GS-13 and above
    - All WS / GS 13 and above
  - 31 Oct for senior system
    - All WS / GS 09 thru 12

Base System Split

- **Need Equal Number between 2 Cycles**
  - Distribute workload for supervisors, admin staffs, system admin and CPAC
- **Each Directorate/Office Splits # employees**
  - Teams should be kept together
  - Divide odd # teams between 2 cycles
  - CPAC will coordinate distribution of small directorate employees

Raters

- **Each employee selects at least 5 but no more than 10 peer/customers to rate them**
  - (use SIORI Form 690-47 on FormFlow)
- **As even a mix as possible between peers & customers**
- **Supervisor is mandatory rater**
- **List of Raters Approved by Supervisor**
- **Each employee will do Self Evaluation**
  - Does NOT count in rating averages

Customer Definition

- **Must be Federal Employee**
  - NO CONTRACTOR PERSONNEL
- **Must be physically located at RIA**
- **Must have work related interaction with employee during the rating period**
- **Exclusions**
  - Spouses
  - Relatives by blood or marriage

Automated Notification to Ra

- **120 days before end of rating period**
  - freeze of list of selected raters
  - receive notification to be rater

- **Approx. 20 days before end of rating period**
  - reminder you have been selected to be rater

- **Approx. 10 days before end of rating period**

Base System Parameters

- **360 Objectives Same as TAPES Objectives**
- **Supervisor transfers 360 results to TAPES form**
- **Can raise or lower rating with sufficient justification and documentation**
  - must be communicated to employee at time of rating

Determining Base System Objectives

Non-Supervisory **WG / GS Grades 1 thru 8**

4 Common Base Objectives

Supervisors **GS / WS Grades 1 thru 8**

4 Common Mgmt Objectives

Base System Common Organizational Objectives

- Technical Competence
- Adaptability/Initiative
- Working Relationships/Communications
- Responsibility/Dependability

Technical Competenc
Sub-Objectives

- Has knowledge, skills and abilities to do the work
- Produces expected quality and volume
- Meets deadlines
- Works with right amount of supervision
- Gets desired results

Adaptability/Initiative
Sub-Objectives

- Can work under pressure or during changing conditions
- Is willing to to try new ways
- Suggests better ways to do business
- Seeks/Accepts developmental opportunities

Working Relationships/ Communications (Sub-Object

- As a team member, works as part of a group and helps others the job done
- Expresses ideas clearly
- Follows instructions or asks for clarifications
- Shows respect and is courteous
- Shows concern for customers

Responsibility/Dependabili
Sub-Objectives

- Accepts responsibility for own actions
- Keeps work area in order and equipment maintained
- Uses supplies, equipment and time as intended
- Complies with DA emphasis programs, e.g. Total Army Quality (T safety/security, internal control, inventory management, quality assurance, EEO/AA
- Schedules non-emergency leave in advance to avoid adverse impact to work unit effectiveness

Senior System Parameters

- **Up To 4 Individual TAPES Objectives**
  - Work/Job specific, agreed to between supervisor & employee
  - Rated by the Supervisor
- **4 Common Organizational Objectives**
  - Rated under 360
  - Can raise or lower rating with sufficient justification and documentation
- **All eight elements used to determine summary rating**

Determining Senior System Objectives

Non-Supervisory **GS / WS Grades 9 and above**

- 4 Common Senior Objectives
- 4 Individual Objectives

Supervisors **GS / WS Grades 9 thru 12**

- 4 Common Mgmt Objectives
- 4 Individual Objectives

Managers **GS / WS 13 and above**

- 4 Common Mgmt Objectives
- Unlimited Individual Objectives

Senior System Common Organizational Objectives

- Professionalism
- Participation
- Job Knowledge and Skill
- Fosters Organizational & Personal Improveme

Professionalism
Sub-Objectives

- Keeps promises and honors commitments and demonstrates overall dependability, reliability, conscientiousness, and punctuality
- Leads by example, and/or personifies values and work practices expected of co-workers
- Represents the organization in professional manner by displaying common courtesy and respect for others
- Technical support - Willingly lends technical support to other teams and employees in areas of assigned responsibility and expertise
- Models Timely Response - Demonstrates timely responses to inquiries and the establishment of, and adherence to, reasonable schedules
- Responsible for Assigned Actions - Accepts personal responsibility for assigned activities

Participation
Sub-Objectives

- Contributor - Works with team members or employees to develop strategie effective mission accomplishment
- Accountable to Others - Keeps appropriate teams, staff and management i about any progress, issues and conditions which could impact individual contributions. Willingly shares information and knowledge with others
- Supports Team/Office/Group - Fully supports team/office/group initiatives
- Carries Share of Workload - Accepts a full share of the workload, and share credit with others
- Interacts Effectively - Discusses honestly and freely. Listens and provides f Open to the truth and accepts views of others

Job Knowledge & Skil

Sub-Objectives

- Practical Application - Uses experience based on practical knowledge for s problems
- Demonstrates Technical Competence - Maintains and demonstrates a high level of technical competence in areas of assigned responsibility and expe
- Effectively organizes and prioritizes workload
- Communicates effectively - Orally
- Communicates effectively - Written

Fosters Organizational & Pers Improvement (Sub-Objectives)

- Strives for excellence in customer service - Strives to deliver the highest qu products and services with the goal of exceeding customer expectations
- Seeks to improve processes - Is actively involved in process improvement. Contributes innovative ideas and creative solutions to team/office and RIA p
- Continuous personal development - Looks for opportunities for personal dev and enhanced competence through training and challenging work assignme
- Accepts constructive feedback to improve performance and is receptive to
- Asks for help - Recognizes the need for and requests assistance when requi

Management System Parameters

- **Combines individual TAPES objectives with 360 feedback**
- **Individual TAPES objectives are based on mission needs and duties of position**
- **Common Organizational Objectives**
  - Rated under 360
  - Must include subordinates among selected peer/customer raters
- **Summary rating includes *both* individual and common objectives**

Management System Comm
Organizational Objectives

- Competence
- Fairness
- Champion/Mentor/Leader
- Communications

Competence
Sub-Objectives

- Acts in manner that demonstrates an understanding of mission, function and goals of the supervised unit, RIA and its relationshi within the DOD
- Balances and distributes workload to effectively meet mission n
- Is a valuable source of knowledge in more than one area of oper
- Demonstrates an understanding of the important issues affectin

Fairness
Sub-Objectives

- Helps and encourages all employees to identify career developme needs and to seek out opportunities to meet those needs
- Provides a fair appraisal and distributes awards/recognition equita
- Gives honest feedback, in a constructive manner, on employees' through informal interaction, midpoint reviews, and end of period
- Treats all employees equitably, but shows flexibility in dealing wit unique personal problems

Champion/Mentor/Leade
Sub-Objectives

- Demonstrates respect for all employees
- Is accessible to discuss both positive and negative situations
- Is open to employees' creativity and innovation and empowers employees by acting as a role model
- Provides steadfast support, guidance, and leadership to employe
  Acts as a role model in both attitude and behavior
- Encourages and promotes teamwork

Communications
Sub-Objectives

- Communicates organizational goals to employees and encourages input to goal development
- Is a good listener; takes advice from employees and keeps employees informed through meetings, personal interface, memos, etc.
- Provides praise for a job well done

Questions?

Concerns?

Comments?